



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FAMILY SUPPORT SPECIALIST III

Job Number: 20001183

Job Code: 65120V160916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 03/01/1998

Job Revised: 09/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Reviews the work of Family Support Specialists for technical accuracy and program knowledge. Participates in developing and monitoring corrective action plans. Determines initial and ongoing eligibility for public assistance; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

One year of experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, or other public assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in social work, counseling, providing direct services to individuals and/or families (i.e. employment services, community action agencies) or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance, Medical Assistance, or other public assistance programs will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews the work of Family Support Specialists for technical accuracy and program knowledge. Interviews clients for basic programs, completes forms and gathers documentation to make eligibility determination. Answers questions from staff regarding program policies and procedures. Assists with on-the-job training for new employees. Interprets statutes, rules and regulations for employees and the general public. Attends in- service training to enhance knowledge of program policies and procedures. Participates in corrective action planning including specialized reviews and obtaining documentation. Operates computer terminals to verify client information and to calculate program benefits. Communicates agency mission to provide explanation of agency services. Identifies resources and makes referrals as appropriate. Explains work requirements and encourages explanation of work opportunities. Tracks processing deadlines for timely re-determinations and case changes. Prepares and maintains case records. Ensure that staff prepare reports in a timely manner, subpoenaed documents are prepared and transmitted to the appropriate recipient. Testifies in hearings. Gathers information for management staff on cases. Prepares monthly reports. Makes home visits.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office setting and/or visits clients in homes.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*